CDBG Program Guidelines for Determining Eligibility

Eligible social service programs must be run by a 501(c)3 organization or a governmental entity. The following outlines the documentation and reporting requirements:

If the program provides emergency **food** provisions/services ***and*** is located in a qualified census block group **or** if the program/service is located in a public housing authority facility:

1. Provide an unduplicated count of clients served who are city residents by race.
   a) If you are a direct services provider, clients will need to fill out the attached direct service provider race form. Please also provide information on Female Head of Household defined as adult female with no male significant other ***with*** dependents.
   b) If you serve other agencies, each agency located in the city limits must provide unduplicated client count by race and Female Head of Household.
   c) If your per unit reimbursement is not based on number of people served, information on clients must be provided at least bi-annually (or when ½ the funding is expended and when the entire amount of funding has been expended).

If your program does not fit the above described category:

1. Provide an unduplicated count of clients who are city residents broken down by:
   a) Race (see attached information on racial categories).
   b) Female Head of Household defined as adult female with no male significant other ***with*** dependents.
   c) Income at or below 30% area median income; between 30-50% area median income; and between 50-80% area median income. See attached income guidelines. Acceptable income documentation is as follows:
      i. Address of public housing (i.e. Crestmont)
      ii. Letter verifying Section 8 assistance from BHA
      iii. Copy of TANF card
      iv. Copy of one month's worth of pay check stubs
      v. Copy of Social Security Benefit Amount letter or Social Security Verification form (see attached)
      vi. Employment Verification form (see attached)
      vii. Copies of ***signed*** federal or state tax forms or print out from IRS or Department of Revenue regarding last year's tax forms
      viii. Copies of W2's
   d) Client Profile reports must be filed monthly with claims.